


Punchout Order

This Quick Reference Guide (QRG):

Describes the process for creating a requisition and purchase order using the Punchout (G2B) functionality in COMMBUYS.
(G2B – Government to Business)

Of Special Note:

- Prior to launching COMMBUYS, turn off the pop-up blocker in your browser.
- COMMBUYS Punchout Catalogs are supported by most standard browsers except with Apple Safari.

Step	Action
1	Log In to COMMBUYS.
2	 <p>Click on the Settings Icon in the upper right corner of the page. Select G2B Punchout from the dropdown menu Result: The G2B Punchout Shopping menu displays</p>
3	<p>From the G2B Shopping menu select the following:</p> <ul style="list-style-type: none"> • <u>Vendor Dropdown</u>: Select desired Vendor • <u>Department</u>: Defaults; alternate department may be selected • <u>Location</u>: Defaults; alternate location may be selected • <u>Ship-To Address</u>: Defaults; alternate address may be selected • <u>Bill-To Address</u>: Defaults; alternate address may be selected <p>Note: If you wish to choose a different department, location, ship-to or bill-to address, you must select it at this time. *Changes to this information cannot be made once you leave this page.</p> <p>Click the Punchout button Result: You have left COMMBUYS and entered the Punchout (G2B) website of the vendor you selected</p>
4	<p>Items may be located and added to a virtual shopping cart by:</p> <ul style="list-style-type: none"> • Entering a keyword in the search box at the top of the page • Clicking on category tabs <p>Either method will provide a further list of categories. Click on the general category until you find a list of your desired items. If known, you can also search by part number or serial number to pull up an exact match of the item you want.</p> <p>User Tip: Catalog searches should start with a broad description. e.g. “pen” rather than “BIC black pen”. More detail may be added to filter the results.</p>
5	<p>When you locate a specific item; click on the picture to select; enter the quantity desired, then click the Add to Cart button. Search for and add more items as needed.</p> <p>Note: Each vendor’s Punchout catalog is slightly different. To complete your order, you will click on different buttons to complete your item selection and return back to COMMBUYS to complete your order.</p> <p>When finished, click View Shopping Cart to ensure your order is correct.</p> <p>Click on Checkout/Proceed to Checkout/Continue to Checkout or Return to Buying Application/Continue Shopping.</p> <p>* Changes cannot be made to your items once you leave this page.</p>

Step	Action
6	<p>Result: A pop-up message displays: <i>"The webpage you are viewing is trying to close the tab. Do you want to close this tab?"</i></p> <p>Click Yes.</p> <p>Result: you are returned to COMMBUYS. A requisition has been completed with the items you selected</p>
7	<p>Verify all information is correct. You may make changes to the following Tabs/ fields:</p> <p>General Tab:</p> <ul style="list-style-type: none"> • <u>Short Description</u>: Enter additional information or overwrite existing as required by your internal procedures • <u>Special Instructions</u>: Enter information as required. This may include (but not limited to) data such as shipping drop off info, locations, additional contacts, etc. • <u>Alternate ID</u>: Enter information as required. This may include (but not limited to) data such as MMARS encumbrance ID or ERP/Accounting system transaction numbers for non-MMARS users. <p>Click the "Save and Continue" button</p> <p>Attachments, Notes, and Reminders may be added as necessary.</p>
8	<p>Go to the Summary tab and verify all information is correct.</p> <p>Scroll to the bottom of the page and click Submit for Approval.</p>
9	<p>Approval</p> <p>Your order will go through the appropriate approval path. Once approved, you will receive an email from COMMBUYS.</p> <p>If you do not have approval paths set up in your agency, Select the "Automatic Approval" button.</p> <p>Click "Save and Continue".</p> <p>Result once approved: You have now created a Purchase Order (PO).</p>
10	<p>*Once you have an approved Requisition:</p> <p>Your Purchase Order (PO) will automatically be sent to the Vendor for processing.</p> <p>You will receive a PO Sent email alert from COMMBUYS.</p> <p>The top right corner of your PO on the Summary page indicates – Status: Sent</p>

Additional Resources:

COMMBUYS System Questions

COMMBUYS Help Desk

Email: COMMBUYS@state.ma.us

Phone: 888-MA-STATE